

# C.A.C.R. de Saint-Boniface

## Job description

**Title:** Pastoral Services - Administrative Assistant

**Name:**

**Department:** Pastoral Services

**Salary:** According to current salary scale

**Supervisor name:** Director of Pastoral Services

**General description:**

- Primary purpose is to provide support to the Pastoral services staff in their ministries, the Pastoral Services Director and the various committees.
- To assist the Pastoral Services team and liaise with visitors, parishioners, parish staff, clergy, the Administrative Services Executive Assistant, colleagues and other Diocesan staff and volunteers as required.
- To coordinate and provide bi-lingual French/English translation services for the Diocesan Centre

**Type of position:**

- Full-time
- Part-time
- Under contract

- Permanent
- Temporary

**Hours :** \_35\_ / week

**Days :** \_5\_ / week

*Scheduled for 7½ hours/day with a ½-hour unpaid lunch break and 2 paid 15-minute rest breaks*

**Qualifications:**

1. Capable of being discreet, circumspect and able to respect the privacy policies of the Diocesan Centre
2. Must demonstrate professional comportment and disposition
3. Must possess a welcoming and pleasant personality
4. Must possess excellent knowledge and experience in efficient office administration
5. Must demonstrate excellent working knowledge of MS Word, MS Excel, Power Point and MS Outlook.
6. Must demonstrate proficiency in the use of computers, laptops, projectors, Audio/Video equipment in general including translation equipment
7. Must demonstrate capacity to manage several projects at the same time - multi-tasking
8. Must be a willing and effective team player
9. Must possess good organizational skills and be capable of meeting deadlines
10. Must demonstrate initiative and the ability to work independently with minimal supervision
11. Must be capable of recognizing and setting priorities
12. Must demonstrate proficiency in effective written and verbal skills in English and in French
13. Must demonstrate experience and proficiency in written translation between French and English. (Credentials are an asset)
14. Must have a valid driver's license
15. Must be available to work occasionally on evenings and weekends
16. Possession of a dynamic and outgoing personality is an asset
17. Familiarity with the Dewey Decimal system is an asset

## **Duties and responsibilities:**

### **1/ Administrative**

1. General Duties:
  - a. Pick up and distribute incoming mail to Pastoral team members and take outgoing mail to Administration Executive Assistant for delivery to carrier
  - b. Monitor audio-visual equipment and printers, liaising with staff IT person as required.
  - c. Manage audio-visual equipment reservation bookings.
  - d. Manage the keys of Pastoral Services (for committees, groups, etc.)
  - e. Manage the registrations for workshops, formation sessions, conferences, etc.
  - f. Liaise with HR in maintaining and updating the *Diocesan Centre Information Manual*
  - g. Monitor the reservations of meeting rooms and work stations.
  - h. Manage inventory stock levels for paper and copier ink for Pastoral Services and staff committees (All other office supplies ordered by individual Ministry Coordinators)

### **2/ Management**

1. Management of the Resources Centre
  - a. Coordinate the purchase of various resources as instructed by the Pastoral Services Director and suggested by ministry Coordinators subject to the following process:
    - i. Ministry Coordinators identify publications and materials they want offered in Resources Centre
    - ii. Coordinators verify selection and budget with Director
    - iii. Upon approval, Admin Assistant places order with accounting and follows-up
    - iv. Material arrives to Admin Assistant's attention
    - v. Admin Assistant codes material and adds to Resource Centre library
  - b. Classify the new resources
  - c. Manage the website section of the Resource Centre
  - d. Display the resources in the Library on the main floor of the Diocesan Centre/restock returned items
  - e. Follow-up delinquent returns
  - f. Direct the Administrative Services Executive Assistant regarding implementation of the resources borrowing policy (logistics for signing out resources, follow-up communications regarding returns, return protocols, hours of access and maintenance of resources catalogues)
  - g. Liaise with ministry Coordinators regarding development and implementation of policy logistics regarding access and return of dedicated, ministry-specific resources by parishioners and volunteers of the Centre and diocese.
2. Management of Diocesan Translation/Interpreter Services – for Diocesan Pastoral Services **ONLY**
  - a. Recruit and manage corps of volunteer translators/interpreters
  - b. Distribute intake requests for document translation to corps of volunteers
  - c. Establish timeline for delivery of documents
  - d. Monitor progress of translation jobs and troubleshoot as required
  - e. Proofread documents prior to returning
  - f. Translate documents directly as demand warrants
  - g. Manage usage and reservation of simultaneous-interpretation equipment

### **3/ Support**

1. Administrative support for the Director of Pastoral Services
  - a. As directed, to provide support for the organization, planning, coordination, set-up, operation and clean-up of Diocesan Pastoral Council sessions and Diocesan Study Days.
  - b. Participate in meetings, draft minutes and forward them to participants (e.g. Pastoral Services Team meetings)
  - c. As directed, to distribute, collect and collate the annual Parish Leadership Contact List/Survey
  - d. Various duties as assigned by the Director of Pastoral Services

2. Administrative support for the Pastoral Services Committees & Groups
  - a. Provide welcome and support for groups using the Diocesan Centre meeting rooms and work stations
  - b. Provide them with general information
  - c. Show the groups how to use the audio-visual equipment as needed
  - d. Maintain an updated list of resource-persons for committees and groups
  - e. Assist with photocopies, Audio Visual resources, etc.
  
3. Administrative Support for the Nathanaël Programs ONLY (*English & French*)
  - a. Scheduled nominally 1day/week for each language, nominally Thursdays and Fridays, however, can be flexible in making good on other days for time not able to be dedicated on assigned days due to events, meetings, etc.
  - b. This time is dedicated to Nathanael tasks only – other dossiers of Nathanael Coordinators will rank in priority with all other Pastoral Services
  - c. If Nathanael duties are completed, Admin Assistant can work on other projects or ministries according to priorities as established by Director of Pastoral Services,

During the year between generations, assist the Coordinators as directed in the following:

- d. Compile various evaluations
- e. The communication, promotion and the admission process to the Programs

During the 3-year formation:

- f. Keep information updated as directed
- g. Ensure a good organization of the formation weekends, for the coordinators, the Formation Team and the speakers
- h. Organize and photocopy Presenters' presentation materials
- i. Assure functioning of all Audio-Visual needs for the Nathanael weekend venues
- g. Register as required with different organizations dedicated to the Adult Faith Formations, as ACCAF,
- h. Various duties as assigned by the Nathanael Coordinators for the delivery of the Nathanael program.

#### **4/ Miscellaneous**

1. To become familiar with and share the Vision of the Archdiocese of Saint Boniface

#### **Reporting Relationships:**

- Reports to Director of Pastoral Services (currently Archbishop Albert LeGatt)
- Liaises with Financial Administrator, Accountants, Admin Assistants as required
- Liaises with Human Resources Director as required
- Supports colleagues in Pastoral Services
- Directs Team of Translators
- Liaises with Pastoral Service Committees

**I, \_\_\_\_\_ hereby accept the position of Administrative Assistant – Pastoral Services as described above.**

**(Employee's Name): \_\_\_\_\_**

**Approved by Archbishop Albert LeGatt: \_\_\_\_\_**

**Date: \_\_\_\_\_**